

***The Role of Neighborhood Associations***

The role of the Office of Neighborhoods and Community Engagement is to work with and encourage citizens to become active participants in determining the destiny of their neighborhoods. The Office of Neighborhoods and Community Engagement works with citizens to organize emerging, and build upon, established neighborhood, community and civic organizations.

The Office of Neighborhoods and Community Engagement is available to address inquiries made by phone, e-mail or in person regarding questions, problems or requests about neighborhood, community and civic organizations. The office staff regularly facilitates attends and speaks at community meetings in an effort to directly interact with citizens and provide helpful information while collecting inquiries on city services for follow-up. The office staff is also available to aid neighborhoods with seeking out resources to strengthen their communities.

The unit collaborates with internal and external entities on special community projects, which will positively impact the citizens and Nashville's neighborhoods. The Office of Neighborhoods and Community Engagement office continues to work with numerous committees, task forces and boards throughout the city.

***Assessing Your Neighborhood***

Finding out what is going on in neighborhoods is the first step to take to begin organizing a neighborhood association. Citizens who take an active role in partnering with the City of Nashville help ensure that the quality of life is enhanced and sustained in the city's neighborhoods.

Some basic and fundamental steps citizens can take to become involved in their neighborhoods are:

- Get to know neighbors, particularly those that have lived in the area for a number of years.
- Identify boundaries that surround neighborhoods. Once boundaries have been determined; a complete list of residents and property owners should be obtained. The list should be kept current throughout the process to allow every neighbor an opportunity to become involved. In order to get a complete list, organizers may need to go door-to-door.
- Find out if there is any other neighborhood association functioning in the community. If so, meet with those leaders and ask for their input and assistance.
- Conduct a neighborhood inventory. This process helps to gather facts about the neighborhood including the population, type of housing, land use and other elements unique to the neighborhood.
- Conduct surveys or questionnaires and submit the results to the residents. This will help identify neighbors' concerns such as crime, physical improvements, transportation corridors, preservation of unique features, rezoning, social functions, or other special issues such as neighborhood renovation.
- Develop a core group of individuals who are willing to help start the association and plan to host a

*"Meet & Greet." Note: Be sure to keep the size of the Core Group at ten people or less.*

- Host the meeting in one of the local churches, schools, or a place where neighbors feel comfortable.
- Set a time and date. *(No time will be perfect for everyone, so set the time that will be convenient for adults to attend after work if during the week; or midday on a Saturday when most neighbors will be out and about.)*
- Contact the Office of Neighborhoods and Community Engagement so staff can assist you with organizing your first meeting or be available to come and speak to the group.

- The Office of Neighborhoods and Community Engagement will provide a complimentary postcard template for you to send to all of your neighbors advising them about meeting.
- During this organizing meeting, plan a strategy for getting people to attend the first meeting (i.e. flyers, canvassing, newsletter, potluck dinner, etc.)
- Discuss each person's ideas concerning the problems and issues in the neighborhood. It is a good idea to initially select an issue the neighborhood feels strongly about and will rally around. Discuss the need to organize a neighborhood group.
- Talk about what your group hopes to accomplish.
- Identify other potential leaders in the neighborhood. The importance of a pool of qualified leadership is often overlooked. Strong leadership gives organizations guidance, stability from year to year, motivation to take action, and unity of purpose. The task of recruiting and developing leaders has to be an ongoing activity through the lifetime of a neighborhood association.
- Invite other association leaders/members from other neighborhoods and ask for their input; find out from them what worked or did not work in their neighborhood.
- Research to determine what resources/assets that may be available within the neighborhood's boundaries. This would be a good time to identify talents, expertise, skills, and any special areas of interest a member might possess.

***Note: Some group members might not be able to attend meetings, but possess a special skill that can be of use to the group without their attending meetings. Be sure to be flexible and afford members a variety of ways to participate.***

***Organizing a Neighborhood Association******Recruiting Neighborhood Association Members***

There is power in numbers and rest assured that issues that concern one neighbor also affect others in the neighborhood. Neighbors should be approached with ideas about developing a neighborhood association or issues that need to be addressed in the neighborhood. Many neighbors have ideas and opinions about implementing a plan of action to deal with challenges and opportunities in neighborhoods. New neighbors can introduce new ideas and ways of looking at old things. Stress how important they are needed to participate in any capacity of their choosing. No one should be forced to do a specific job or hold a specific title as this could cause resentment and the association could begin to lose members. Canvassing the neighborhood is essential to informing neighbors about the prospect of starting a neighborhood association. Here are a few pointers to utilize as neighbors are recruited:

- Have canvassers go door-to-door and distribute flyers about the next meeting. Supply members with other printed materials to give, such as membership forms.
  - Take pen and paper to take notes while canvassing door-to-door and talking to neighbors. Develop a block captain network as a foundation for a membership campaign.
  - While canvassing the neighborhood, note areas in need of improvement or issues that need to be addressed.
  - While speaking with neighbors, it is essential to not only talk but more importantly
  - **LISTEN** carefully to what they have to say.
  - Advise neighbors about points they and other neighbors have made and why it is so important to start the neighborhood association now!
  - Always end the conversation by thanking the neighbors for their time and reiterate that it would be beneficial for the community for them to become involved in the association.
  - If no one is home, leave a flyer.
- Keep a record of the homes where no one was home and for the neighbors who expressed an interest in volunteering but are unable to attend the meeting.
- Be proactive and follow-up with them in a day or so.
- Prospective new members can also be recruited at neighborhood events. Consider sponsoring booths at the Annual Neighborfest or Neighborhood Conference to recruit new members.

***Organizing the First Meeting***

The organizing meeting was a stepping stone to the first comprehensive neighborhood association meeting. Neighborhood association meetings give neighbors a chance to meet new members and reestablish old relationships. More importantly, neighborhood association meetings provide an opportunity for neighbors to exchange information, ideas and concerns about their neighborhoods. The success of the first neighborhood association meeting will be crucial to setting the standard and tone for how the organization will operate in the future.

***Publicizing the Meeting***

- Use flyers, newspaper/newsletter announcements, or feature articles to draw attention to the opportunities and the reasons for the meeting. If possible organize a group of neighbors to walk door-to-door to meet residents and invite them to the meeting.

***Contact elected officials***

- Invite elected officials, neighborhood relations and community enhancement staff, crime prevention officials and organizers to the meeting to explain services that are available and to address questions and issues the residents have.

***Devise an agenda of issues and ideas that need to be discussed***

- What issues would be considered hot topics (crime reduction, before and after school care, activities for children, teens, neighborhood beautification projects, traffic problems, public transportation, drugs, etc.)

How will the issues be addressed? Planning should be centered around the issues selected—

- Available resources should be on hand at the meeting.
- Determine what course of action to take, which members will carry out the plans, when and where a follow-up meeting will occur to bring information back to the association.

***Try to keep the meetings at a minimum of 60-90 minutes***

Start the meetings on time (regardless of how many are in attendance)

- One way to make sure that each neighbor gets the important facts is to recap at the end of the meeting so neighbors who arrive late will still get the pertinent information.

**\*Note everything that is discussed and request instant feedback from the meeting's participants. Stay on track, if a problem is identified, it should be addressed during the meeting.**

- Make sure everyone has an opportunity to contribute to feasible resolutions. If neighbors feel their input is not wanted or warranted they will soon stop coming to the meetings and will not participate.

***Record Minutes***

- Decide who in the group will be responsible for recording minutes
  - A copy of minutes for all meetings should be kept and disseminated to members.

***\*See Appendix B for more information on recording minutes***

***Conducting an Effective Neighborhood Association Meeting***

A neighborhood organization's goal is to ensure that as many of neighbors as possible are working together to address opportunities, issues and concerns in their communities. Therefore, conducting an effective, well planned and organized Neighborhood Association meeting will help neighborhood associations attract more members. The following is a quick checklist of some fundamental elements to ensure meetings are productive and efficient.

- Select a "neutral" place to meet.
- Plan the meeting.
- Start and end on time.
- State the purpose of the meeting clearly on the agenda.
- State ideas positively and show their relation to the overall issue.
- Watch the general flow of the meeting – keep it moving as need warrants.
- Find background information ahead of time or invite resource people to come to the meeting.
- Encourage everyone to contribute.
- Encourage people to voice their opinions by questioning or restating as you go along.
- Make frequent summaries during the discussion.
- Stress cooperation, not conflict.
- Encourage people to take on tasks and responsibility as the meeting proceeds. Make sure that each assignment is recorded in the minutes.
- Direct the meeting and the attendees from problem to solution after each issue.
- Conclude the meeting.
- Summarize the decisions reached.
- Point out issues not yet resolved.
- Outline future actions, next steps to be taken.
- Set deadlines and review task assignments.
- Set the next meeting date, time, and place.
- Evaluate the meeting.

***Sample Agenda***

- I. Call Meeting to Order
- II. Introduction of Organizers and Guest Speakers
- III. Discussion and Possible Action on the Problem(s) of
- IV. Discussion and Possible Action on Forming a Neighborhood Association
- V. Other Neighborhood Concerns
- VI. Adjourn



***Identifying Leaders and Committees***

A part of a neighborhood organizer's job is to identify and develop leaders. The task of recruiting and developing leaders has to be an ongoing activity through the lifetime of a neighborhood association. When identifying new leaders for the organization, look for individuals who have shown that they:

- Want to succeed and want the group to succeed
- Communicate well with people
- Can motivate people to take collective action
- Are knowledgeable about the neighborhood, its people and their interests
- Have an allegiance to the neighborhood and the association
- Know how to share information and power

Once an initial core group in the neighborhood has been identified, the group should elect a short-term leader. Try to postpone electing a permanent leader until the group has established a large membership. This will prevent the appearance that the group is "cliquish."

As a neighborhood association builds membership, the newly organized membership will need to choose permanent leaders that are elected to official terms. The more inclusive the group is at this stage, the stronger the group will be over the long-term.

An association's by-laws should include provisions for electing a board of officers and describe what those positions will be, how often they are elected, and the major responsibilities for the positions. In addition, the group can seek out leadership training from the Neighborhood Relations unit.

Although, it is important to wait for the organization to grow before nominating board officers, it is necessary to immediately recruit a secretary/note taker who is committed to working as part of the team. This person will be invaluable, because he/she is responsible for maintaining accurate records such as:

- Taking minutes, getting them typed and ready to hand out at meetings; so carefully select this person to ensure that he/she is qualified and committed individual.  
Sign-in sheets for attendance at every meeting and event.
- Organize and schedule the duty and the volunteer sign up rosters. This is a tool which could be used to recruit volunteers for upcoming events or outings. (See sample forms in the Appendix section.)

- Set up a filing system to keep track of association information such as, members' names, addresses, phone numbers (work and cell if applicable) and description of vehicles.
- Maintain a register of all adult children who do not live in the neighborhood. Handle all incoming and outgoing mail.

Assist in going door-to-door to distribute information and speaking with neighbors.

***Neighborhood Association Board Responsibilities***

1. **Planning for the organization:** Where will it go, what will it do, how will it accomplish its goals.
2. **Organizing the association:** Who will do what, what resources will be needed.
3. **Directing:** Organize efforts of the volunteers.
4. **Evaluating:** Determine if the work and the association are effective.
5. **Neighborhood communication:** Be responsive to the neighborhood, seek input from people who aren't involved in the association, keep people informed about what the association is doing.
6. **Resource development:** Identify and solicit resources which are active members, financial support, meeting space, supplies, etc.
7. **Leadership and member development:** Recruit and train people to assume leadership responsibilities, help leaders and members to work effectively.

***Developing a Work Plan***

Work plans allow neighborhood associations to develop goals for the group. Achieving goals, planning events, recruiting volunteers and strengthening the organization will be easier if the neighborhood association takes some time to outline goals and objectives and establish a concise plan to accomplish them. Work plans should also be developed for individual projects to help the groups stay focused and on target. Here are some questions to answer in developing a work plan:

- What is the purpose of the project? If this is an annual work plan, review the purpose of the organization, then define goals for the new year.
- What resources will be required to accomplish this project?
- What resources are available to help the neighborhood association meet these goals?
- Has any other neighborhood association tried this activity? Can they be contacted for help? What are the tasks involved for the project?
- Who will do the tasks?
- How much time will be needed?
- Does the association have the funds to implement the project? Can and how will funds be raised? When can the resources be secured?
- Are enough members or volunteers available to complete the project?

The work of neighborhood associations can be daunting and it certainly is monumental. Being realistic in setting goals will ensure that efforts are greatly rewarded!

***Evaluating the Direction and Purpose of the Association***

Enlist volunteers to monitor and evaluate the progress of the association on a regular basis to ensure its success. Periodic evaluations should be done to recognize successes, detect problems, and suggest improvements in the neighborhoods. The following is a list to keep in mind when evaluating the progress, direction and purpose of the neighborhood association:

- Regularly review and assess the purpose of the neighborhood association and its priorities.
- Develop realistic plans and activities for the entire group.
- Make every attempt to ensure that the leadership or Board is a reflection of the neighborhood.
- Continuously maintain ongoing communication with all of the residents of the neighborhood, whether or not they are members of the organization. With enough positive communication, many of these residents will eventually be attracted to the organization.
- Foster actions and events that enhance interaction between residents. This should be an ongoing goal of the organization.
- Attempt to solve problems before they become crises. Deals with crises as they arise in a prompt and efficient manner.
- Recognize and celebrate successes as every possible occasion.

Every organization experiences growing pains. Do not become discouraged if the neighborhood association seems to be struggling. All organizations should have an organized process for resolving conflicts, issues and problems, however an association should not spend the majority of its time and energy on organizational problems. As credibility and success are built one issue at a time—the overall participation of the organization will grow in leaps and bounds.

***Creating the Formal Structure***

As a neighborhood association grows and begins to work on many different projects and initiatives the leaders will need to become better familiar with fiscal and legal requirements for state recognized organizations. This section will help neighborhood associations determine, depending on the size of their organizations, which structure best fits the needs of respective groups. For example, a small group may decide not to incorporate or apply for non-profit tax exempt status. However, all neighborhood

organizations should consider writing and adopting bylaws as a means of establishing how their group will be governed. In addition, all neighborhood organizations are encouraged to officially register with the City of Nashville's Office of Neighborhoods and Community Engagement unit so you they receive helpful information, receive technical assistance and become involved in capacity building efforts.

Neighborhood organizations might want to conduct some research and reach a consensus to decide which organizational structure best fits the needs of their respective groups. The size of organizations, mission and fiscal activity will be key factors in deciding how the association will be structured. The following tips can be utilized to help begin the structuring process:

- Write bylaws. Bylaws can help clarify boundaries and responsibilities, officers, rules of procedure, and other relevant issues.
- Open meetings and records. Meetings and records should be made available to any person requesting such information.
- Accounting. Even if organizations are dealing with small sums of money, a bookkeeping system should be set-up. The bookkeeping system that an organization adopts will be determined by the group's needs. The larger the amount of money the organization receives , the greater the need for a sophisticated accounting system.
- Business name. Neighborhood associations may wish to apply for business names to confirm their identity.
- Tax I.D. Number. Similar to a Social Security number, this number is necessary for neighborhood associations to open bank accounts and is obtained from the Internal Revenue Service (IRS). Organizations will need to contact the IRS in Tennessee to make application for a tax identification number.

***\*See Appendix C for Parliamentary Procedure Information***

***Obtaining Nonprofit Status***

According to nola.com, nonprofit (or not-for-profit) corporations work well for all sorts of groups, from artists and musicians to people active in education, health, and community services. Often the reason for obtaining nonprofit status is simple - it's usually a requirement for obtaining funds from government agencies and private foundations. Obtaining grants, however, is not the only reason to incorporate as a nonprofit.

Two additional important benefits of forming a nonprofit are tax-exempt status and personal liability protection.

1. Many nonprofit groups seek nonprofit corporate status to obtain exemptions from federal and state income taxes. The most common federal tax exemption for nonprofits comes from Section 501(c)(3) of the Internal Revenue Code, which is why nonprofits are sometimes called 501(c)(3) corporations.

If a neighborhood group obtains tax-exempt status, not only is it free from paying taxes on all income from activities related to its non-profit purpose, but people and organizations that donate to the non-profit can take a tax deduction for their contributions

2. Forming a nonprofit corporation normally protects the directors, officers, and members of the non profit from personal liability for the corporation's debts and other obligations. Called limited liability, this shield ensures that anyone who obtains a judgment against the nonprofit can reach only the assets of the corporation, not the bank accounts, houses, or other property owned by the individuals who manage, work for, or participate in the business.

***Working with the Media to Promote Events***

Whether it is positive or negative, people want to know about what's happening in their neighborhoods. The exchange of factual, accurate and timely information is essential to the long-term success of all neighborhood associations. More importantly, neighborhood projects require enough participants to be successful and one of the most effective means to communicate information your association's events is through the news media. The following are tips on how to work with the news media to make sure your story is aired on television and radio stations or are printed in the newspapers:

- Three free tools to gain media attention that will help your group recruit volunteers or get your project noticed are media releases, public service announcements (PSAs), and event announcements.
  - Media outlets that should receive your announcements are newspapers, television stations, radio stations, websites and newsletters.
- A clear message is important to getting your news release in the media.
  - Always address the five "Ws" in a media release. The five "Ws" are: Who, What, Why, When and Where.
- Mail, e-mail or fax the announcements 5-10 days before your event.
- Check with the media outlets to find out how far in advance they need your announcement.
- Address it to a particular person (neighborhood news or public affairs editor.)
- Always follow-up to ensure the announcement was received and to find out if the editor or reporter has any questions.

**Sample Media Release**

FOR IMMEDIATE RELEASE

Contact: Jane Doe  
615-555-9999

SOME Neighborhood Association Wins Battle to  
Preserve Church

September 17, 2008—Members of the SOME Neighborhood Association are celebrating the victory won after a six-month battle to keep the abandoned SOME Church from being demolished. The SOME church, once an anchor in the neighborhood, has recently



been placed on the City's list of historic buildings. Neighborhood groups hope to turn the building into a community resource for arts programs for the community's youth.

Neighbors and interested citizens are invited to an open house to discuss the future of the SOME Church to be held on Saturday, March 14, 2008 in the theater foyer, 4445 North Center Street.

**Appendix A****BY-LAWS OF NEIGHBORHOOD ASSOCIATION**

The following shall be known as the bylaws of THE SOME NEIGHBORHOOD ASSOCIATION a/k/a TCNA, the bylaws are the rules of self-government of the Neighborhood Association. These bylaws are the set of rules by which the Neighborhood operates on a daily basis, votes and settles disputes that may arise from time to time and they are binding on all those members associated with this Neighbor-  
hood Association. If the By-Laws are found to be inconsistent with State Law, then State Law will over-  
ride.

**ARTICLE I.**

Section 1. Name. The name of this organization shall be THE COMMONS NEIGHBORHOOD ASSOCIATION a/k/a TCNA, a nonprofit organization, hereinafter referred to as the Association. Section 2 Purpose. The purpose of the Association is to seek to improve the quality of life in the neighborhood in matters of land use, environmental protection, public services, consumer protection, preservation of the historic and unique character of the community; to provide support in other mat- ters of neighborhood concern and to promote and participate in the civic life of the City and County. Section 3. Objectives. The objectives of this association are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish standing committees to investigate and make recommendations to the association on all matters of neighborhood concern.
4. Seek the improvement of dwellings by residents and absentee owners.
5. Establish mutual protection and safety.
6. Improve safety of the streets through better traffic control.
7. Facilitate the education of residents regarding available options relating to home ownership, zoning, rights, etc.
8. Work toward development and preservation of neutral green spaces, parks, trees, landscaping and general land use management.
9. Develop, adopt , and monitor a neighborhood plan, including an inventory of land uses and facilities.

**ARTICLE II.**

Section 1. Boundaries and Applicability. Boundaries are defined as East Shelby Drive to the North, Greens of Irene Golf Course to the West, Midsummer Commons P.D. – South to the South with Parcel ID Numbers D025600308, D025600313 and D025600307 to the East. These Bylaws and each provision thereof shall be applicable to all lots with voluntary homeowners, as defined within the residential subdivision known as MIDSUMMER COMMONS PHASE 1 and MIDSUMMER COMMONS PHASE 2., as shown on plat of record in plat of record in Plat Book Plat 200, Page 30 and Plat Book 210, Page 46, respectfully 217 at page 40 in the Register's office of Shelby County, Tennessee which is incorporated herein by reference and hereby made a part hereof.

#### ARTICLE III.

The following sections of this Article III shall apply to membership in the Association.

Section 1. Eligibility. Membership in the Association is voluntary and shall be open to the owner or owners of a lot , who have become such in compliance with all of the requirements and conditions contained in the Declaration of Covenants, including these By-Laws, shall be entitled to attend and vote at all meetings of the Association. Ownership of a lot shall be the sole qualification of the membership of the Association. Membership shall be issued upon payment of annual dues (see also Article III, Section 2 regarding eligibility to vote).

Section 2. Dues. Fiscal year of the Association shall be from January 1st to December 31st every year. An \$80.00 per household membership fee is required. This amount could change as per the Association needs, but only by a vote of the membership. All memberships expire at the end of each fiscal year. Dues are required to be paid within 30 days of the end of the Association fiscal year. If dues are not paid by the due date, the member loses all voting rights and rights to membership until all dues are paid.

Section 3. Voting Rights. The owner or owners of a lot, shall be entitled to one (1) vote at all meetings of the Association. Where two or more persons own a unit, the vote allocated to that unit shall be cast by the one authorized by such two or more

owners, and in the event of failure of such authorization, no vote shall be recorded for that lot. Where only one of two or more owners of a lot is present in person at a meeting, such one shall be presumed to be authorized by all owners of said lot and shall be entitled to cast the vote with respect for that lot. Where one person or group of persons owns more than one lot, such person or group of persons shall be entitled to cast the vote with respect one vote for each lot owned.

Section 4. Lien and Other Rights. The Association shall have a lien on the outstanding memberships in order to secure payment of any sums which may become due from the holders thereof to the Association for any reason whatsoever. In addition, for such time as any sums may be due, the member who fails to pay such sum shall not be entitled to any rights or privileges appertaining to such membership.

#### ARTICLE IV.

Section 1. Place of Meeting. Meetings of the membership shall be held at the principal office or place of business of the Association or at such other suitable place convenient to the membership as may be designated by the Board of Directors.

Section 2. Annual Meetings. The annual meeting of the members of the Association shall be held at 7:00 p.m. on the third Thursday of July, each year, beginning the year after the first conveyance of common areas to the Association. At such meeting, there shall be elected by the members a Board of Directors in accordance with the requirements of Article V of these By-Laws. The members may also in the notice.

Section 3. Special Meetings. It shall be the duty of the President to call a special meeting of the members as directed by resolution of the Board of Directors or upon a petition signed by members representing at least twenty-five percent (25%) of the total number of votes outstanding having been presented to the Secretary. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated

Section 4. Notice of Meeting. It shall be the duty of the Secretary to mail a notice of each annual or special meeting, stating the purpose thereof as well as the time and

place where it is to be held, to each member of record, at his address as it appears on such record as his/her last known place of address at least ten (10) days but not more than ninety (90) days prior to such meeting. Service may also be accomplished by the hard delivery of any such notice to the members at his last known address by deposit in the member's box or slot for the United States mail. Notice by either such method shall be considered as notice served. Attendance by a member at any meeting of the members shall be a waiver of notice by him of the time, place and purpose thereof.

Section 5. Quorum. The presence, either in person or by proxy, of members representing at least fifteen percent (15%) of the total votes entitled to be cast with respect to any question, shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members. If the number of members at a meeting drops below the quorum and the question of a lack of a quorum is raised, no business may thereafter be transacted. At least three (3) members from the Executive Board must be present.

Section 6. Adjourned Meetings. If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person or by proxy, may, except as otherwise provided by law adjourn the meeting to a time not less than forty-eight (48) hours from the time the original meeting was called.

Section 7. Voting. At every meeting of the members, each of the members shall have the right to cast his vote on each question. The vote of members representing a fifty-one percent (51%) majority of the total votes entitled to be cast shall decide any question brought before such meeting, unless the question is one upon which, by express provision of a statute or of the Charter, or the Declaration, or of these By-Laws, a different vote is required, in which case such express provision shall govern and control. No members shall be eligible to vote, either in person or by proxy, or to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than thirty(30) days delinquent in any payment due the Association.

Section 8. Proxies. Any member may appoint any other member or any other person permitted by law or by these By-Laws as his proxy. In no event may any member cast more than one (1) vote by proxy in addition to his own vote. Any proxy must be in writing and must comply with all requirements imposed by law or by these Bylaws.

Section 9. Whenever the vote of members at a meeting thereof is required or permitted to take any action in accordance with any statute, the Declaration, or these By-Laws, such meeting and vote may be dispensed with if all Members who would have been entitled to vote upon such action consent in writing to such action being taken.

**Appendix B**

[NAME OF ASSOCIATION MEETING]

[DATE]

Meeting was called to order at 7:00 p.m. at the management office meeting room.  
Quorum was established.

**Attendees Present:**

Bob Leader, President, Jim Writer, Secretary, Connie Candue, Vice President, Betsy Spender, Treasurer, Association Attorney, Lazega & Johanson LLC, Riley Reliable, Association Manager.

**Absent:**

Norton Noshow, member, excused

**Approval of Minutes:**

Motion: To approve Minutes from June 1st Board meeting

Vote: Unanimous approval

Resolved: The minutes of the January 9, 2005 meeting are approved as corrected and entered into the Association records.

**Reports:**

- Treasurer's report given by Betsy Spender.
- Management report given by Riley Reliable. Written reports presented and maintained in Association's records.
- Collections report given by attorney Lazega & Johanson attorney.

**Business:**

- Motion: Hire Pool R Us to resurface pool for \$26,000.
- Vote: Motion Disapproved - One in Favor, two opposed, one abstaining.
- Motion: Accept Lovely Landscaping Company's written proposal (maintained in the Association's records) to maintain the Association's common property, subject to the Association's attorney's review of the contract.
- Vote: Motion approved - three in favor, one opposed. Discussion of recognition that Lovely Landscaping was the highest bidder, but the consensus is that a good history with Lovely Landscaping justifies renewing the contract.

- Resolved: That the Association accept Lovely Landscaping written proposal to maintain the Association's common property, subject to the Association attorney's review of contract.
- Meeting adjourned at 8:30 p.m.



**Appendix C**

## Parliamentary Procedure Instructions

In smaller meetings, like a committee or board meeting, often only four motions are used:

- To Introduce (Motion)
- To Change a Motion (Amend)
- To Adopt (Accept a Report Without Discussion)
- To Adjourn (End the Meeting)

Remember, these procedures are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to acquire training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, working with many types of people, and using Robert's Rules is available from community resources such as the League of Women Voters, United Way, Lions Club, etc. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent guide for neighborhood association chairs to familiarize themselves with this information.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed. If you want to move, second or speak to a motion, stand and address the chair.
- If you approve of the motion as it is, vote for it.
- If you disapprove of the motion, vote against it.
- If you approve of the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with the power to act.
- If you feel that the pending question should be delayed so more urgent business can be considered, move to table the motion.

- If you want time to think the motion over, move that consideration be deferred to a certain time. If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move that motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised. If you think that too much time is being consumed by speakers, you can move to limit the time of such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide or split the motion.